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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

REGISTERED UNIT STANDARD:

Apply accounting principles and procedures in the preparation of reports and decision making

SAQA US ID	UNIT STANDARD TITLE		
119350	Apply accounting principles and procedures in the preparation of reports and decision making		
SGB NAME		**REGISTERING PROVIDER**	
SGB Public Administration and Management			
FIELD		**SUBFIELD**	
Field 03 - Business, Commerce and Management Studies		Public Administration	
ABET BAND	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
Undefined	Regular	Level 5	15
REGISTRATION STATUS	**REGISTRATION START DATE**	**REGISTRATION END DATE**	**SAQA DECISION NUMBER**
Registered	2005-06-15	2008-06-15	SAQA 0260/05

PURPOSE OF THE UNIT STANDARD

Learners working towards this standard will be working within a Public Sector environment, specialising in Public Finance Management and Administration, where the acquisition of competence against this standard will add value to one`s job. This standard will also add value to public officials who are seeking to develop a career pathway towards becoming an accomplished public finance management and administration specialist.

The qualifying learner is capable of:

- Demonstrating an understanding of accounting principles and reporting requirements and nature of functions in the public sector
- Using accounting techniques and approaches to process financial information
- Applying end of period accounting procedures in the preparation of financial statements
- Applying procedures necessary for control over cash transactions and balances
- Utilising procedures for reporting and recording accounts receivables
- Utilising procedures for recording and reporting on liabilities in the public sector

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

Learners accessing this Unit Standard must be in possession of a Further Education and Training Certificate or equivalent qualification

UNIT STANDARD RANGE

N/A

UNIT STANDARD OUTCOME HEADER

N/A

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Demonstrate an understanding of accounting principles and reporting requirements and nature of functions in public sector.

OUTCOME RANGE

Accounting principles include but are not limited to matching, consistency, prudence, substance over form, conservatism, going concern and fair presentation, GRAP

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The public sector accounting environment is explained in the context of the public sector.

ASSESSMENT CRITERION 2

The nature of accounting principles, concepts and organisations influencing the development of accounting practice for the public sector are explained.

ASSESSMENT CRITERION 3

Appropriate accounting systems and procedures are derived and implemented in the public sector environment.

ASSESSMENT CRITERION 4

Treasury guidelines relating to accounting are explained.

ASSESSMENT CRITERION 5

Understand the importance of maintaining accounting records that are updated timely.

ASSESSMENT CRITERION 6

Understand the different financial reports to support management and decision-making in the public sector.

ASSESSMENT CRITERION 7

Understand the difference between the cash and accrual basis of accounting.

SPECIFIC OUTCOME 2

Use accounting techniques and approaches to process financial information.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The different accounting records that are necessary to process financial information are prepared. These include the general ledger, cash books, fixed asset registers and stores ledgers.

ASSESSMENT CRITERION 2

Regular reports on the financial position, financial performance and cash-flow are prepared in-year and analysed.

ASSESSMENT CRITERION RANGE

Range statement Includes but not limited to all requirements to prepare in-year reports and to analyse and interpret financial trends and ratios.

ASSESSMENT CRITERION 3

Present information to decision-makers on the performance against the budget.

ASSESSMENT CRITERION 4

The use and role of the standard charts of accounts in the public sector is explained.

SPECIFIC OUTCOME 3

Apply end of period accounting procedures in the preparation of financial statements.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Appropriate end of period accounting procedures are used to finalise selected financial statements.

ASSESSMENT CRITERION 2

End of period transactions and events are recognized, measured and recorded in finalizing financial statements in accordance with standards applying to the public sector.

ASSESSMENT CRITERION 3

Year-end financial statements are reviewed and presented for approval to the appropriate person in the prescribed format.

SPECIFIC OUTCOME 4

Apply procedures necessary for control over cash transactions and balances.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Sound procedures for recording of cash receipts and payments are applied.

ASSESSMENT CRITERION 2

Regular reconciliations are prepared.

ASSESSMENT CRITERION 3

The principles and procedures underlying procedures of petty cash funds in the public sector are identified and explained.

ASSESSMENT CRITERION 4

Generally recognized internal controls of principles are applied in the handling of cash receipts and payments.

SPECIFIC OUTCOME 5

Utilise procedures for reporting and recording accounts receivables.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Sound procedures for issuing invoices for services rendered are applied.

ASSESSMENT CRITERION 2

Account receivable ledgers are maintained and reconciled.

ASSESSMENT CRITERION 3

An age analysis is prepared to monitor debtor payments effectively.

ASSESSMENT CRITERION 4

Collections of bad debts and reports related thereto are completed.

ASSESSMENT CRITERION 5

All legalities pertaining to the handling over of bad debt accounts are adhered to.

ASSESSMENT CRITERION 6

Discounts and interest calculations are determined for accounts receivable according to agreed payment terms.

SPECIFIC OUTCOME 6

Utilise procedures for recording and reporting on liabilities in the public sector.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Records of liabilities and their measurements are compiled and reconciled.

ASSESSMENT CRITERION 2

Interest is calculated on liable amounts

ASSESSMENT CRITERION 3

Discounts are calculated according to payment terms and conditions

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

1. Any individual wishing to be assessed (including through RPL) against this unit standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
2. Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
3. Any institution offering learning that will enable achievement of this unit standard or assessing

this unit standard must be accredited as a provider with the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
4. Moderation of assessment will be conducted by the relevant ETQA at its discretion.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

The learner must demonstrate an understanding of:
- Accounting techniques
- Legislation, regulatory frameworks, policies and procedures that apply to accounting in public sector finance and administration
- Financial statements
- GAAP

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems using critical and creative thinking processes to manage accounts effectively and according to procedures

UNIT STANDARD CCFO WORKING

Work effectively with others as a member of a team, group, organization or community to gather all the necessary accounting information to consolidate into financial statements and reports

UNIT STANDARD CCFO ORGANISING

Organise and manage oneself and one`s activities responsibly and effectively in order to ensure that accounting reports are completed within given timeframes

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organize and crtically evaluate information in order to assess any discrepancies

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematical and/or language in the modes of oral and/or written persuasion to gather and disseminate accounting/financial information

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility to the environment and health of others in ensuring that accounting systems are effectively utilized

UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of interrelated systems by recognising that problem-solving contexts relating to financial decision making do not exist in isolation

UNIT STANDARD CCFO CONTRIBUTING

Participating as responsible citizens in the life of local, national and global communities by

ensuring that all accounting practices and regulatory requirements are adhered to within the public sector finance and administration

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

N/A

QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	LEVEL	STATUS	END DATE
Core	49554	National Diploma: Public Finance Management and Administration	Level 5	Registered	2008-06-15
Elective	50081	Further Education and Training Certificate: Leadership Development	Level 4	Registered	2008-11-30
Elective	50205	National Certificate: Municipal Integrated Development Planning	Level 5	Registered	2009-02-09
Elective	58395	National Certificate: Project Management	Level 5	Registered	2010-06-14
Elective	50060	National Certificate: Public Administration	Level 5	Registered	2008-11-30
Elective	57805	National Certificate: Public Sector Employment and Skills Development Practices	Level 5	Registered	2009-11-16

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